

U.S. Department of Labor

Assistant Secretary for  
Veterans' Employment and Training  
Washington, D.C. 20210



August 16, 1993

VETERANS' PROGRAM LETTER NO. 10 -93

TO: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)  
STAFF  
ALL STATE EMPLOYMENT SECURITY AGENCY ADMINISTRATORS  
(SESAs)  
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND TRAINING  
ADMINISTRATION (INFORMATION)

FROM:

  
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Acting Assistant Secretary

SUBJECT: Updated National Veterans' Training Institute (NVTI)  
Travel Procedures for SESA and Other  
Non-VETS Participants

**Background:** Recent developments regarding travel--i.e., changes in DOL travel regulations and the recent policy decision (reflected in the new NVTI contract effective March 1, 1993) to conduct 10% to 50% of **NVTI** training at off-site locations away from NVTI headquarters in Denver--have demonstrated the need for VETS to update the NVTI travel procedures that have been in effect over the past several years.

**NVTI** transportation (including pre-paid airline ticketing) for **SESA** staff will continue to be arranged through NVTI, working in conjunction with **VETS'** National Office. /

However, **SESA** travel procedures have been changed with regard to travelers residing within commuting distance of an **NVTI** activity. With the establishment of five designated "satellite" off-site locations for **NVTI course** presentations (Atlanta, Baltimore, Milwaukee, San Jose, and San Diego), and with the potential for other off-site NVTI activities as well, a policy is needed to define which NVTI participants (including VETS, **SESA**, or others) should be provided lodging and/or meals at **NVTI/VETS** expense during the NVTI activity period. More often than in the past, situations will arise in which participants in NVTI training activities will live within commuting distance of the hotel/site at which the NVTI course or activity is conducted. **The policy governing such situations is described in Section II. below.**

Action:

- I. ARRIVAL AT NVTI FUNCTIONS: All NVTI travelers must ensure arrival at the NVTI training site so that no problem would be anticipated in being in attendance at the start of the session. Any hardships caused to SESA staff or other NVTI participants as a result of this policy should be communicated to the DVET before pre-paid transportation tickets (as discussed below) have been issued to the participant, so that suitable accommodations can be discussed. Scheduling a late arrival at the opening day's scheduled activities is not a viable alternative.
- II. LODGING/MEALS ACCOMMODATIONS FOR THOSE WHO RESIDE WITHIN COMMUTING DISTANCE: The rule for determining which participants will be provided lodging and meals through NVTI and/or through a Travel Authorization (T.A.) is as follows-- based on the "Temporary Duty Guide for Department of Labor Employees":
- a. Those NVTI participants who
1. Live more than 40 miles away from the hotel/site at which the NVTI activity is being conducted,
- AND**
2. Whose official duty station is more than 25 miles away from that NVTI site,
- may be provided lodging and meals at NVTI/VETS expense if they desire,
- IF**
3. The participant's daily total time in travel status (i.e., home to the NVTI hotel/site and back to home) is either more than 10 hours (for those who work a standard eight hour workday), or is more than two hours longer than the participant's normal workday (for a participant whose normal workday is other than eight hours).

NVTI participants who live or work outside of these distance and/or time limits have the option to commute instead of staying at the NVTI hotel lodging. If they choose to commute, they would not be provided pre-paid meals at the NVTI hotel/site (although they could still

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<sup>1</sup> Relevant section: "Travel of Less Than 24 Hours Without Lodging" (Section IV.F.). See also DLMS-7-2-3.5 and 3.6 (pages 7-2-49 through 7-2-51).

purchase meals from the same provider of meals as the hotel arranges for those NVTI participants lodging at the hotel). Such commuters' entitlement to the per diem allowance for Meals and Incidental Expenses (M&IE) would provide them reimbursement through the travel voucher process (described below) for these meals expenses.

Accordingly, SESA employees or any other non-VETS participant commuting under these circumstances should submit a University of Colorado at Denver (UCD) travel voucher through NVTI for reimbursement of M&IE expenses. The reimbursement by UCD will be based on the same authorization rules referenced above.

- b. NVTI participants who live or work within the distance and/or time limits specified in a. above will not be provided either lodging or meals at NVTI expense (although they can still purchase meals from the same provider of meals as the hotel arranges for those NVTI participants lodging at the hotel). Likewise, no per diem M&IE allowance can be authorized for these participants.

Any questions regarding NVTI travel procedures should be addressed to your DVET.